

Iowa Department of Corrections Clarinda Correctional Facility FY 16 Annual Reports

Sheryl Dahm, Warden





DOC MISSION STATEMENT

To advance successful offender reentry to protect the public, staff and offenders from victimization.

CCF Mission Statement

Clarinda Correctional Facility achieves the IDOC mission through individualized treatment goals for special needs and substance abuse offenders to facilitate successful re-entry into our communities.

Message from the Warden



Iowa Department of Corrections
Jerry Bartruff, Director
Clarinda Correctional Facility
Sheryl Dahm, Warden
Steve Weis, Deputy Warden

December 28, 2016

Dear Director Bartruff -

*I submit to you the FY '16 Annual Report.
This report is a compilation of what we achieve here at CCF.
Our mission has many facets.
First to protect the citizens of Iowa.
Also, equally important is to create change in the men that
are incarcerated in our prison.
Our staff have been agents of this change.*

I am proud of our work here in Southwest Iowa.

Sincerely,

*Sheryl Dahm
Warden*

(I want to thank Sarah Enarson for creating this report)

The mission of the Iowa Department of Corrections is:
Creating Opportunities for Safer Communities

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Overview and History of CCF and CCFL



The Clarinda Correctional Facility was established in 1980 by the Sixty-Eighth General Assembly of the Iowa Legislature to serve as an adult male correctional facility primarily for chemically dependent and special needs medium security offenders.

The facility is located on the grounds of the Clarinda Treatment Complex. The institution accepted its' first offenders on October 7, 1980 in a building built in 1932 and commonly known as "Hope Hall". It was initially designed to house 120 offenders in five dormitory style living units (2-8 man rooms). The largest unit had a design capacity of 39 offenders and the smallest a capacity of 28 offenders. The security of the facility was maintained by a double fence and towers.

The original renovation cost was \$2,900,000. In 1990, \$85,000 in renovations to the fourth floor increased the design capacity to 152. However, due to overcrowding throughout the state prison system, the facility consistently housed more than design capacity.

Active community efforts to expand services on the CTC campus resulted in a bill being introduced in the 1994 Iowa Legislature for the construction of a new correctional facility, on the northern edge of the campus. Following vigorous debate, this bill was approved by the legislature and signed into law by Governor Terry Branstad on May 12, 1994. Groundbreaking ceremonies were held on May 27, 1994. “Hope Hall” was closed on April 15, 1996 and all offenders were moved to the new medium custody facility on that date.



The present facility’s design capacity is 750, utilizing three living ‘pods’, and a central core building, housing administration, gymnasium, education, health services and other services. Due to overcrowding, the population has exceeded 750, with approximately 850 offenders being housed at CCF. The facility’s security is maintained by a double fence, security cameras, electronic monitors and perimeter vehicle patrol.

Legislation was passed during FY 2004 to once again expand correctional services on the Clarinda campus. The employee lodge was renovated/converted into a 225-bed minimum-security facility. Offenders first occupied the building in April, 2005. The facility houses those offenders who work on campus or outside the facility in various forms of work/community services.

Employment includes opportunities on campus to work in the Dietary Department, the Laundry Department of the Maintenance Department.



CCF has partnered with the following community agencies and private businesses:

City of Clarinda-Mowing of the City Cemetery

Department of Natural Resources-Grounds work at Viking Lake

Page County Landfill-Recycling Program

Clarinda Country Club-Grounds Work

These are some of the job opportunities that the Lodge Offenders have off of the CCF and CCFL Grounds.



In December 2000 CCF began a private sector industry with H&H Trailers. We continue to utilize this industry to provide employment/jobs for offenders. At this time approximately 57 offenders work at the H&H Trailer Sales located within the confines of the facility. This operation has now become the largest single private sector employer of offenders in the State of Iowa.



CCF was the first state facility to share a large number of staff between DHS mental health programs. Initially, shared services included administration, chaplain, dental, dietary, laboratory, laundry, medical, maintenance, pharmacy, psychiatric, psychology, x-ray and storeroom staff. On June 30th of 2015 Clarinda Mental Health Facility closed. It was one of two Mental Health Facilities that closed in the State of Iowa; the other being Mount Pleasant. This ended the shared services CCF previously held with DHS.

Portions of the MHI building and campus have been utilized by the Clarinda Academy since 1992. The Clarinda Academy is a privately run juvenile facility.



Zion Recovery Services has also leased space in the MHI building since 2007. Zion Recovery Services is an Iowa Department of Public Health licensed substance abuse program. Zion Recovery Services operates an Adult Male residential and halfway house facility. In 2015 Zion added the Clarinda based outpatient treatment center in an unoccupied space at the Clarinda MHI.



The CCF services that are provided to these tenants are in the areas of Dietary, and Maintenance.

The rent the Department of Corrections receives through the lease agreement does assist with a small portion of the costs CCF absorbed to continue to maintain the campus; which has an area of around 500,000 square feet.



Due to a departmental reorganization and the opening of new facilities CCF transferred a number of its general population offenders and received special needs offenders from CCU and other institutions. The plan was to make CCF the primary special needs facility in the Iowa Department of Corrections. The plan being to make CCF the primary special needs facility started in March 2013. The number of special needs offenders at close of FY16 was 181. In addition there were 14 GP offenders that live on the unit and work as Special Needs Mentors.

Living Unit



Hobby Craft



Library



CCF BED/UNIT SUMMARY

CCF /CCFL Capacity (as of 6-30-16) 975 (105.6 % capacity)

CCF Count (as of 6-30-16) 875

CCF Lodge Count (as of 6-30-2016) 155

North Pod

North 1 Special Needs unit (60 beds) permanent 100

North 2 Special Needs unit (64 beds) permanent 103

North 3 Special Needs unit (44 beds) permanent 100

North 4 Special Needs unit (25 beds) permanent 100

South Pod

South 1 General Population (84 beds) permanent 100

South 2 General Population (91 beds) permanent 92

South 3 General Population (88 beds) permanent 92

South 4 General Population (99 beds) permanent 100

East Pod

East 1 Administrative Segregation unit (38 beds) permanent 95

East 2 General Population (92 beds) permanent 92
Re-opened November 2015, Level 4 Units

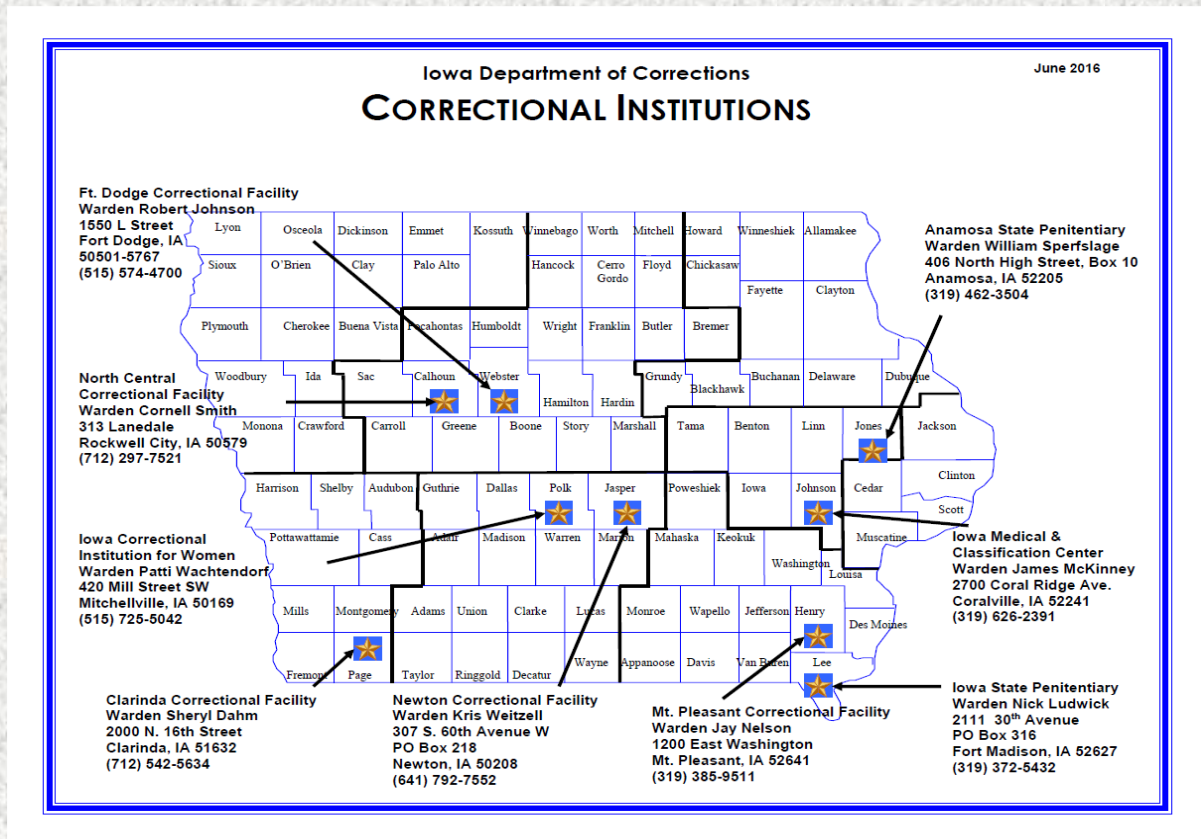
East 3 General Population (87 beds) permanent 92

East 4 General Population (97 beds) permanent 100

Disciplinary Detention (6 beds) 24 beds

Lodge Minimum live-out offenders (155) 225 beds

LOCATION



The Clarinda Correctional Facility is located in Southwest Iowa, in Page County. Clarinda is the county seat of Page County, with a population of 5,572 residents. Clarinda is approximately 128 miles from Des Moines, Iowa, 80 miles from Omaha, Nebraska and 129 miles from Kansas City, Missouri.

Clarinda Correctional Facility

2000 North 16th St

Clarinda, IA 51632

CCF QUICK FACTS

As of 6/30/2016

FACILITY

- Design Capacity – CCF – 750

Actual 6/30/2016- 875

(116.6%)

- Design Capacity-CCF Lodge – 225

Actual 6/30/2016-155

(68.8%)

INMATES

Inmates residing at the Clarinda Correctional Facility represent commitments from 90 of the 99 Counties in the state of Iowa.

- Total number of Transfers In-1463 (CCF/CCFL)
- Total number of Transfers Out-631 (CCF/CCFL)
 - Average Daily Population CCF-749.72
 - Average Daily Population CCFL-141.78
 - Age -37
 - Education -11.7
- Length of Sentence -17 Years, 9 Months, 8 Days
 - Lifers -24
 - Violent Crime -40%

FINANCES

- Total Appropriation - \$25,933,430 (FY'16)
- Average Daily Cost Per Inmate (FY16) – \$85.64

Staff Recruitment

CCF currently has two employees who are part of the statewide recruiting committee actively recruiting for the DOC, including CCF. Rick Pace Sr. and Tiffany Vrba attended the following recruitment events for FY16.

- 10/5/2015: University of Nebraska-Kearney Criminal Justice Fair
- 10/20/15: Northwest Missouri State University Career Fair
- 10/27/2015: Iowa Western Community College Fall Career Fair
- 11/3/ 2015: Fort Leavenworth job fair
- 3/10/16: Iowa Western Community College Spring Career Fair
- 4/9/2016: St. Joseph Missouri Job Fair
- 5/4/16: “Heroes to Hired” Job Fair in Lincoln, NE

➤ Clarinda Correctional Facility

Persons interested in employment opportunities within the Clarinda Correctional Facility should visit the Iowa Department of Corrections website at <http://www.doc.state.ia.us>. For questions regarding employment at the Clarinda Correctional Facility you may contact our Personnel Director at (712) 542-5634. The facility is located at 2000 N 16th, Clarinda, IA 51632



The Department operates 9 Prisons, 10 Prison Farms, and 24 Community-Based Correctional Facilities. We employ 2,700 staff at the prisons, which are responsible for the supervision, custody and treatment of approximately 8,500 offenders

STAFF

- 261 authorized positions (FY'16)
- 253 CCF staff as of June 30, 2016
- 5 1/2 Iowa Western Community College employees
(1 IWCC position vacant)
 - 1 Green Hills AEA
- 2 Contract employees (Chaplin/Physician)

Personnel Turnover

- Resignations-9
- Retirements-14
- Terminations-3
- New Hires-21
- Deaths-0

Leave Hours Taken

- Sick Leave-27,692.90
- Vacation Leave-37,552.26
- Holiday/Comp Leave-6,750.74(Holiday Comp.1592.34-Comp. 5158.41)
- Enforced Leave-4,486.47

Total Hours of all Leave Taken= 76,482.67



Staff that work at the Clarinda Correctional Facility live in 10 different Iowa Counties; and there are 18 staff that drive from the state of Missouri to work at CCF. We are a diverse group of individuals that all have something of value to contribute to our facility. We all strive to make our facility be the best that it can be, for staff, offenders and the community.



STAFF SPOTLIGHTS CALENDAR YEAR 16

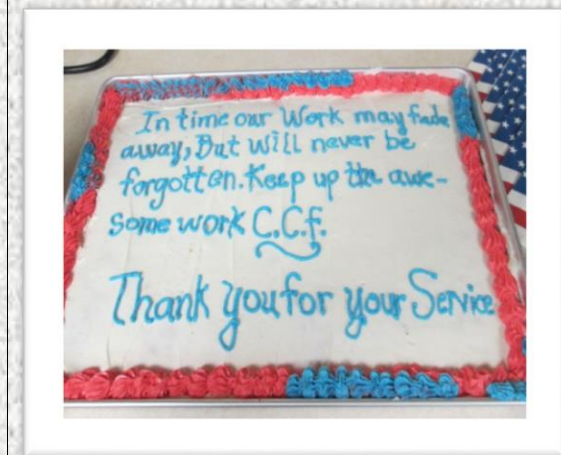
CCF employee recognition committee continued its great efforts to have celebrations at the end of each quarter that recognize both security and non-security employees. Each quarter team members were picked by staff nominations to be our staff employees of the quarter. This process also includes an employee of the year.

	<u>Security</u>	<u>Non security</u>	<u>Kudos/Special Recognition</u>
1st Quarter	Arvid Garey	Seth Franke	Michael Teachout, James George, Darrin Rooker, Toni Linville Maintenance & Cert Staff that assisted ISP David Stephens, CTC Fire Dept., Toni Linville
2nd Quarter	Richard Pace Jr.	Sandra Bailey Sandra Davison	Ray Agnew
3rd Quarter	Shane Borchert Sara Isaacson	N/A	Kim Douthit, Carol Haffner, Jennifer Keely, Brenda Woodard
4th Quarter	Dave Berry Lee Hughes	N/A	Gerald Nelson, Karen Schramm, Denise Rope

Employee of the Year Award



This went to CO Brenda Woodard who has been with CCF since 1995. CO Woodard has been a CPR instructor and is currently a facilitator of Correctional Fatigue training for her co-workers. She has been involved in organizing and planning several staff benefits. She is a compassionate and dependable team member.



Recognition Snap Shots

Years of Service Awards earned in FY16

40 Years

Lisa Miller

30 Years

Richard Stipe

35 Years

Alan Brown - Richard Pace

Loren Foster - Bob Riddle

Steve McCurdy

25 Years

John Goodman-Lyndall Larson

20 Years

Brenda Baker- Steve Rubin

Dave Sperry - Deb Murray

Lori Brockman - Roxanne Phillips

Denise Jago - Anthony Jago

Jim George - Terry Couch

Chad Strait - Chris Risser

Noble Davis - Arvid Garey

Melissa Graham - Doug Tuck

William Kramer - Robin Pirtle

Toni Linville-Tory Miers

Tom Walston

15 Years

Norman Crooks- Lori Madison

Travis Taylor-Rebecca Schoening

10 Years

Ray Agnew - Mike Teachout

Sherri Betts-Meredith Baker

Andrew Stogdill - Chris Clark

Seth Mackey - Darin Orme

Ed Boyer - Pat Manuel

5 Years

Marty Whipp – Gail Calfee

John Hughes – Brian Lushinsky

Hannah Spinks – Shane Borchert

Cindy Adams - Richard Pace Jr.

Matt Rohlmeier-Seth Franke

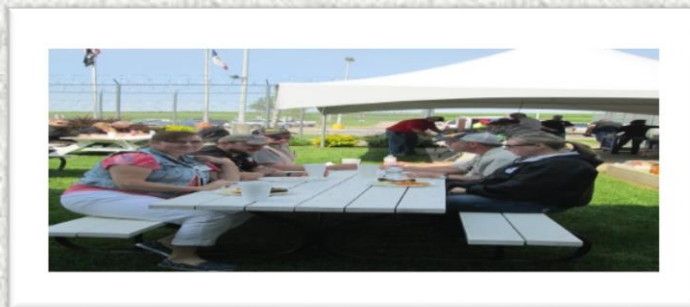
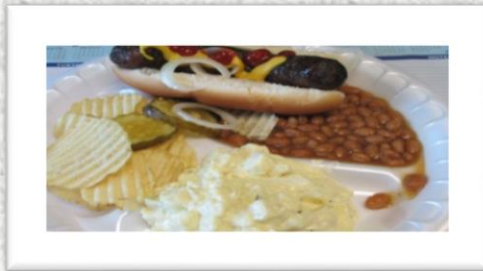
Ryan Anderson-Damien Barnett

Pat Updike-Chris Falk

Happy Anniversary

Staff Events

- ❖ CCF Labor/ Management Committee provided walking taco's for CCF staff on all shifts on November 5th.
- ❖ December 5th the Employee Recognition Committee hosted their 2nd annual Christmas Party for children and grandchildren of staff. This was a great way to “ring in” the Holiday Season and promote teamwork, while enjoying the outcome of many happy children! Santa Claus and Elsa (popular character from the movie Frozen) were there; and there were games and crafts along with prizes and treats! It was a successful event enjoyed by over 150 people.
- ❖ Staff initiated fund raising benefits for not only work teammates but also a teammate at another facility. Silent Auctions were held and staff showed there concern and care for others through not only their generosity but all of the actions that made these events not only possible but successful to help others in need at time of crisis.
- ❖ Labor Management hosted a Baked Potato and Salad Bar for the CCF employees on Wednesday February 24th 2016.
- ❖ May 2nd-May 6th CCF honored its staff for “Correctional Employees Week. Employees had the opportunity to dress casual all week long. They enjoyed food days all week long. One day it was fresh fruit trays, another was Casey's pizza, and a cookout with hamburgers, brats, chicken and pork was enjoyed! To celebrate the 20th anniversary of CCF on Wednesday evening May 4th staff had the opportunity to bring family to attend an open house and tour of the facility. Cookies and lemonade were served in the Muster Room. The week concluded with an ‘ice cream’ day !!





Celebrating Correctional Employee Week



Staff Community Service Projects

Adopt a Family: The Clarinda Correctional Facility participated in an “Adopt a Family” project sponsored by the CCF Employee Recognition Committee. \$355 in gift cards/cash was donated to a deserving family. A Visa gift card for the family was purchased with the cash. Two boxes full of groceries and a gift bag for the mother was also donated. This helped to make this families holiday a little brighter, which was evident by the heartfelt “Thank You” note that was sent expressing her gratitude for not only the considerable donations but that her family was in our thoughts as well.

One Gift 2015: As in the past CCF staff is generous in the giving to various charitable agencies through the One Gift campaign, giving \$2826.89. Larry Vanden Bosch a Correctional Counselor at our minimum site (CCFL) was the driving force in the campaign.



Operation Blessing: CCF Labor/Management sponsored a Toy Drive to help collect toys and money for Operation Blessing. This is a program that is sponsored locally by the Page County Sheriff's Office to help provide toys to children in need. A lot of toys were donated, and the amount of money donated by staff for Operations Blessing was **\$748.00**. The staff was very generous in the donations!

Money raised for Charities: Every quarter CCF choses to donate money collected for various things such as the chance to win a front row parking space and \$5.00 casual day.

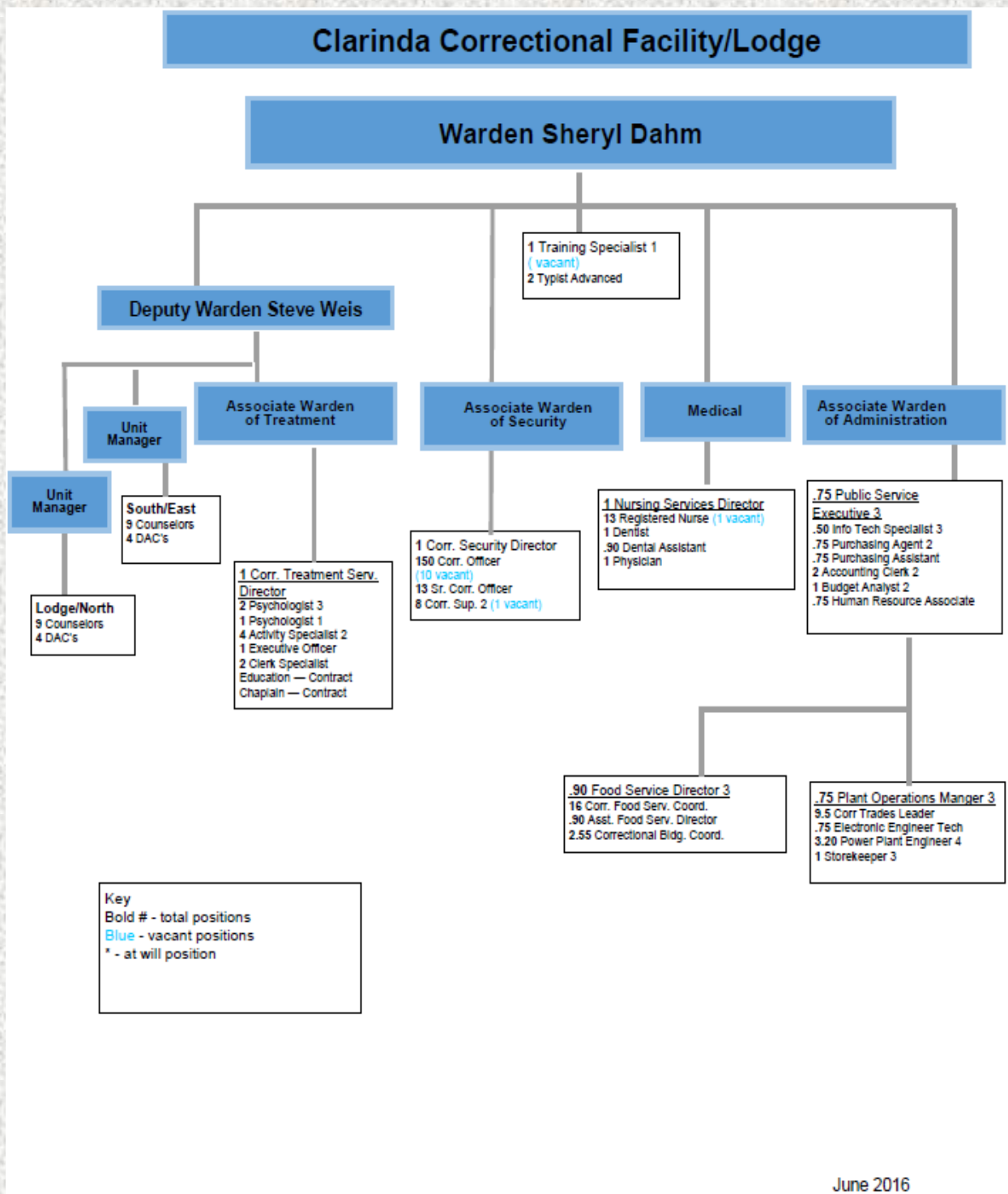
Money was donated to the following charities.

October-December-\$100.00 to the Special Olympics

September-October-\$171.25 Wounded Warriors

January-March-\$298.00

CCF Table of Organization



CCF Executive Management Team

Warden-Sheryl Dahm

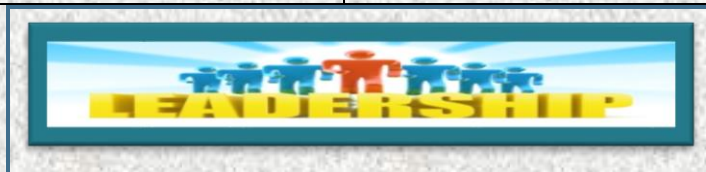
Deputy Warden-Steve Weis

Warden Dahm began her leadership of the Clarinda Correctional Facility in November of 2015. Also joining the Executive Team was Deputy Warden Weis who began at CCF in December of 2015.



Left: Steve Weis, Right: Sheryl Dahm

Associate Warden of Security	Don Baker
Associate Warden of Treatment	Shawn Howard
Associate Warden of Administration	Meredith Baker



Director of Health Services	Deb Murray
Plant Operations Manager	Chris Falk
Food Service Director	Shelly Barton
Unit Manager	Roxanne Phillips
Unit Manager	Bob Riddle

CCF Program/Treatment Services Overview

The Treatment Team consists of the Associate Warden of Treatment, Shawn Howard, a Psychologist I, 2 Psychologist II, two Unit Managers, 4 Drug Abuse Counselors, and 9 Correctional Counselors.

The Clarinda Correctional Facility offers a variety of both educational and treatment programs. This is to assist offenders in acquiring education and positive cognitive change opportunities to help reduce their chance of recidivism when they re-enter society.

CCF began offering the Thinking for Change Program (T4C) in FY15. T4C implemented a cognitive-behavioral approach to assisting Offenders in recognizing how their risk-thinking leads them in to trouble. If you control your thinking you control your behavior. Programming includes Social Skills, Cognitive Self-Change, and Problem-Solving skills as a foundation to maximize positive results while minimizing negative consequences. Statistics show that Cognitive-behavioral programming is third only to education and drug-education in reducing recidivism in the DOC. Prison misconduct has also been shown to decrease with implementation of programs like T4C

To facilitate more opportunities for offenders making more session's available training was made available to staff of CCF. The 24 hour training was held in July of 2015. This allowed staff to learn how facilitate these sessions. A total of 24 staff attended.

Thinking For a Change-FY16

<i>Offenders Participated</i>	<i>120</i>
<i>Offenders Graduated</i>	<i>115</i>
<i>Offenders Removed/Quit</i>	<i>5</i>
<i>Offenders Currently Enrolled (as of 7-1-16)</i>	<i>46</i>

We have had staff from almost all Departments participating in the facilitation of this program. Correctional Counselors, Drug Abuse Counselors, a Correctional Trades Leader, a Phycologist III, a Training Specialist I, and staff from both the Records office and the Business Office. The program spans over 25 sessions and is facilitated by two staff members. Class sizes are between 8-12 offenders.

Alcoholics Anonymous and Narcotics Anonymous

Both programs are offered during evening sessions to all offenders,

Group Statistics (Average Weekly Attendance) INSTITUTIONAL GROUPS

Program	CCF/Lodge
Alcoholics Anonymous	32
Narcotics Anonymous	37

Voluntary Anger Management Program

Phycologist III, Tiffany Vrba led a 10 session program in “Recognizing Anger and Emotion Management” in July and August in which 15 offenders participated and completed the class.

Moderate Intensive Family Violence Prevention Program (MIFVPP)

69 men participated and 6 either quit or were removed.
63 men completed the program. This consisted of 24 sessions over a period of three month.

Choices

July 2015-December 2015- 104 men completed the *Choices Program

*Choices was discontinued and replaced with CBI-SA

Cognitive Behavioral Intervention - Substance Abuse (CBI-SA)

January 2016-June 2016-56 men completed the CBI-SA Program

Education Program

The Iowa Legislature has rules that any offender who is not eligible to read at a sixth grade reading level or does not possess a Hi-Set or high school diploma shall work towards these goals while incarcerated in Iowa. If an offender is determined to improve his education, failure to participate in the education program is looked upon unfavorably by the Iowa Board of Parole and can also lead to sanctions that restrict an offender's institution privileges.

Iowa Western Community College and Area Education Agency 13, through annual contracts with the Iowa Department of Corrections, provide education courses at CCF. Instruction is available in basic math and reading, Hi-Set studies and work readiness skills. Also, any offender under the age of 21 who qualifies for the federally funded special education program receives instruction through the local AEA. A literacy program is also available for those students who read below the 7.0 TABE grade level or those who have little or no English language skills.

Education Statistics

	Offenders Under 21	Offenders 21 and over	Total
Literacy Program	4	57	61
GED Preparation	29	221	250
Special Education	12	2	14
Title 1	28	0	28
Passed HiSET	8	32	40
Confirmed previous HS/GED	1	64	65
High School Diplomas Completed (Special Education only)	1	0	1
Vocational Preparation (excluding Life Skills)	1	231	232
Life Skills	0	49	49

Recreation

Activity staff continued to provide meaningful leisure time activity for offenders. We have 4 Activity Specialists who cover the gymnasium, yard, hobby craft, Lodge and library. The recreation Department sponsors events that the offenders raised funds through; cookouts, and special foods, sales of hygiene products, sale of baked good, ice cream and pizza, Wii golf tournament, 5K run/walk.

Fiscal Year 2015-2016

July 2015	Wounded Warrior Project	\$	5,726.00
August 2015	Special Olympics	\$	2,227.50
September 2015	Special Olympics	\$	2,315.75
October 2015	Special Olympics	\$	2,982.75
December 2015	HELP Adult Services	\$	1,744.64
June 2016	Wounded Warrior Project	\$	494.25
TOTAL		\$	15,502.00

Totals

Wounded Warrior Project	\$6220.25
Special Olympics	\$7526.00
HELP Adult Services	\$1744.64

Many of the organizations that received the generous donations from these fund raising projects are names you have heard before. “HELP Adult Services” you may not be familiar with. It is organization in our area that has been able to help individuals optimize independence and quality of life. Among other things, this group provides Christmas stockings and treats to incarcerated individuals in Eastern Nebraska and Western Iowa every year. Kudos to all involved with these fundraisers!

Work

As per DOC policy, CCF does “provide the offenders the opportunity to work productively consistent with their security and supervision requirement and the needs of the facility and community.”(4-4452).

The Classification and Treatment Team determines each individual’s eligibility for work. The purpose is to provide meaningful work assignments consistent with each individual’s ability, interest, medical status, custody status and needs of the facility. These work assignments are a means of offering the offenders the opportunity to learn work skills and develop good work habit and attitudes that will help them upon their release from CCF.

Offenders work in a variety of areas at CCF. They earn anywhere from .29 cents to .56 cents per hour for jobs within the CCF facility and in the Dietary Department. Obligations such as child support and other court ordered deductions come out of their monthly pay as allowed per DOC Policy AD-FM-11-CCF-01.

Offenders that have the opportunity to work at H & H are in a private sector job and are paid a prevailing wage, of which they retain 20 % and the balance is to satisfy taxes, restitutions, victim compensation, family and child support, room and board and any other court ordered deductions.

The offenders working at both CCF and CCFL were paid a total of **\$512,609.28** in FY16.

Child Support deducted from offender wages in FY16=**\$53,455.02**. Restitution paid out of offender wages in FY16=**\$372,649.95**

Some of the Work Opportunities at CCF include: Unit Orderly, Clerk, Mowing Crew, Barber, Special Needs Worker, Education Aide, Health Service Assistant, Dog Handler, Maintenance Worker, Cleaner, Dock Worker, Admin/Muster Worker, Education Aide, Dietary Worker, Recreation Clerk, Recreation Worker, Inside Yard Worker, R& D, Kitchen, Laundry, Maintenance, Storeroom, Muffin Monster, and Unit Chemical Worker.

Off Grounds work for the Lodge only include ; DNR @ Viking Lake, Page County Landfill, Clarinda Country Club, and other Community Service opportunities.

Offenders that work over in the minimum live out facility, Clarinda Correctional Facility Lodge, are able work off community service hours. The total community service hours these men worked in FY16 was **185,612** hours.

Re-Entry

Adam Maher is the re-entry coordinator. His primary responsibility is helping the offender reintegrate back into society. He meets with every offender that is discharging their sentence or has been granted parole when they are within 30 days of their confirmed release date. He helps link them with various community resources (Food Assistance, Medicaid, Childcare Assistance, Iowa Workforce Development, employment opportunities, free health clinics, scheduling mental health appointments and other local community resources such as food pantries, shelters, heating assistance etc.). He is responsible for enrolling every offender that is leaving via discharge or patrol on Medicaid. Once approved, these offenders will have insurance and a Medicaid Number prior to them leaving our facility. The obvious benefit to this is that he will be able to schedule all necessary mental health and medical appointments prior to the offender leaving since they have insurance, with the offender's consent (some deny needing any help). The goal of this is to reduce recidivism by ensuring that offenders are adequately meeting their mental health needs and staying on their prescribed medication.

He is also responsible to help all eligible offenders apply for SSI/SSDI, this happens 4 months prior to their confirmed release. He also helps them obtain important documentations prior to discharge or parole such as; Social Security cards, birth certificate, marriage certificates etc. If an offender is interested in college Adam helps them to obtain that information. H also teaches a shortened version of "Life Skills" class to offenders at the Lodge who are within a couple of months of release. The NCRC test will be a part of the curriculum for this class.

Adam is also responsible for helping to find appreciate placement for our "Hard to Place" offenders.

- ❖ Iowa Workforce came to present the POETS class to offenders in July, August, October, December, and March. A total of 122 offenders participated in this class.
- ❖ 289 Iowa offenders being released on parole or end of sentence applied for health insurance.

Adam is also involved with getting offenders enrolled in the Apprenticeship Program. CCF implemented a welding and fabricating apprenticeship program through H&H, which began at CCF on 5/27/15. The program consists of extensive on the job training hours as well as education/classroom instruction. The welding apprenticeship requires 6000 hours of on the job training plus an additional 450 hours of related classroom education/instruction. The fabricating apprenticeship requires 8000 hours of on the job training plus an additional 635 hours of classroom education/instruction. Once an offender fulfills these requirements, he receives certification and becomes a journeyman. This will hopefully reduce the likelihood of recidivism by giving the offender a great opportunity for future employment in the community. H&H employs enough staff for up to 30 offenders participating in the apprenticeship program at one time (1 mentor for every 5 apprentices). One of our goals was to obtain more books so we were able to enroll more offenders in the program.

H&H sends Adam a list of eligible offenders at the beginning of each month (must hold welding or fabricating position). He consults with CCF Counselor Royce Boltinghouse and selects offenders that are willing to participate in the program. We consider release date, behaviors, prior experience, etc. Offenders will have to be employed at H&H for at least 3 months before we will consider them for the program. This gives H&H staff and DOC staff a chance to review the offender's work performance, behaviors, etc. to ensure that they are an appropriate candidate. The only exception to this rule is if the offender was previously enrolled in the apprenticeship program at another facility prior to transferring to our facility.

Once offenders are selected, Adam obtains documentation from H&H about the on the job training hours that the offender has already completed and will be credited with. Offenders can be credited for any hours that they have completed while under DOC supervision. Once Adam receives documentation, he registers each offender in the DOC database and the RAPIDS database. H&H sends him each offender's pay sheet at the end of each month so he can add their on the job training hours for that specific month and update the databases. Each offender is assigned a specific book. The education material is completely self-study and each offender is responsible for reviewing the assigned material. When an offender believes that they know the material well enough, they contact Adam via kiosk message to schedule a date to test.

Offenders have the opportunity to test the second and fourth Thursday of every month. The tests are proctored by our Education Department (Lori Lastine). Offenders have to notify Adam by the Tuesday before the scheduled test date so that testing arrangements can be made. Education scores the tests and sends me the results. Offenders must earn at least a 70% to pass and move on to the next test. Once an offender passes, he turns in his test book and is assigned a new one.

- ❖ **On June 1st 2016 Governor Brandstad visited the Clarinda Correctional Facility, specifically H & H operations due to interest in the Apprenticeship Programs.**

At the time of Governor Brandstads visit:

- ***28 offenders currently enrolled in the apprenticeship program at CCF. Offenders receive on the job training through H&H. Offenders must have specific job title in order to be eligible for the program.***
- ***Welding – 10***
 - ***6,000 hours of on the job training***
 - ***450 curriculum hours***
- ***Metal Fabrication – 18***
 - ***8,000 hours of on the job training***
 - ***635 curriculum hours***
 -

3 offenders had successfully completed the curriculum and on the job training hours and earned the Journeyman certificate from the U.S. Department of Labor. A 4th offender completed it month of July. 3 offenders have successfully completed the curriculum hours and will complete the program once they obtain all of the on the job training hours. Several other offenders are very close to completing the curriculum hours.

Dietary Department

The Dietary Department is responsible to provide approximately 1,290,346 meals per year. That is more than 3,535 meals on a daily basis, as in addition to feeding the offenders at CCF and CCFL the dietary department also provides meals for the Clarinda Academy and Zion Recovery residents that reside on campus. They work hard to make the CCF servery as efficient as possible. With the kitchen across the street at the former MHI building it provides challenges with transporting the food and keeping it either hot, or cold. Improvements are continually being made. On November 1st of 2015 CCF the last of the 9 part-time truck drivers' positions was phased out. On Monday, November 2nd, Dietary, Laundry and Maintenance staff at CCF began to drive the trucks and deliver food, laundry and supplies from the Kitchen and Laundry to the facility. The transition was smooth and the staff did a wonderful job. Kudos!!



Food Service Statistics

Meal Count	1,290,346
Food Cost	\$1,442,917.81
Food Cost Per Meal	\$1.12
Supply Cost	\$47,941.20
Supply Cost Per Meal	\$.04
Staff Labor Cost	\$1,534,304.82
Offender Labor Cost	\$94,482.42
Total Labor Cost	\$1,628,782.24
Labor Cost Per Meal	\$1.19
Total Cost	\$3,025,163.83
Total Cost Per Meal	\$2.34

Health Services

CCF has a dedicated team of health service professionals dedicated to provide quality care to the offender population. In addition to the Nursing Service Director the team includes two full time on-site doctors as well as thirteen nurses, a dentist and a dental assistant.

Health Services Statistics

Total Encounters by Discipline

CCF/CCFL

Physician	8,081
Nurse	13,156
Psychiatrist	4,050
Psychologist	9,075
Dentist	1,840
Dental Hygienist/Assistant	396
Dietitian	31
Optometry	483
Total=	37,112

CCF/CCFL	X-Rays	Off-Site Visits	Labs
	143	96	1617

(As of 6-30-16)	Total Inmates	Total SMI/Special Needs	%
CCF/ CCF Lodge	1036	245	24%

Maintenance Department



The Maintenance department is responsible for the ongoing preventative as well as corrective maintenance of the CCF, CCFL and the MHI facilities on the campus; in addition to new construction and remodeling projects for the facility. The maintenance department also sent several Correctional Trades Leaders to do some work to help get the new ISP facility ready for its opening.

Major accomplishments include remodeling of the administrative offices to provide space for 7 more staff when the Business Office and Personnel Office moved from the former MHI building over to the prison in August of 2015. In November of 2015 the East 2 unit was completed and ready to be re-opened to move approximately 100 offenders into it in order to accommodate new offenders that began arriving in December. This unit had been closed for about 8 years. Another big project was making sure that the facility was meeting all of the PREA compliance standards, prior to the PREA Audit that was held in March of 2016. A new camera and DVR system was installed at both CCF and CCFL. This was major project that took about two months to complete.



Information Technology

Rick Hulse who started at CCF in March of 2015 is the CCF IT Specialist. Rick is always busy providing support to CCF and has been working on projects involving ICON as well as the SharePoint system. His first project was the configuration of the PDA's which CCF began using in by summer of 2015. This has saved the Correctional Officers and others involved in the count of offenders several hours each day. They are also used when rounds are completed . Rick also installed several new computers for the offender Library. In addition IT also assisted the Maintenance department with the completion of the installation and configuration of a new Camera/DVR system. This took several months to complete.



Personnel Department

The CCF Personnel Department consists of a Human Resource Associate and Human Resource Technical Assistant. They are responsible of all Personnel and Payroll issues at CCF. This includes enrollment of new employees in benefits, as well as answering questions and assisting employees with questions regarding payroll and benefits. KRONOS payroll processing occurs every other week.

Security Department

Don Baker was promoted to the position of Associate Warden of Security in July of 2015.

The security Department consists of 150 Correctional Officers (10 positions vacant), 13 Senior Correctional Officers, and 8 Correctional Supervisor II (1 position vacant).

The Security Department keeps the institution running in an orderly and secure manner. This department operates three shifts daily, seven days a week. The officers interact with the offenders directly on a day to day basis. They are responsible not only for the security of CCF but they also remain focused on having positive interactions with the offenders based on role modeling pro-social behavior. The security staff receives training on not only best security practices but also on communication techniques so they can have a beneficial impact on the offenders.

In August of 2015 Senior Correctional Terry Couch and K-9 Dargo were recognized for their service in the K-9 program at CCF. Dargo retired and CCF made the decision not to get another K-9.

The Cert Team at CCF consists of

Business Office

Meredith Baker is the Associate Warden of Administration. The Department consists of a Purchasing Agent II, Purchasing Assistant, Budget Analyst II, and two Accounting Clerk II's. The Business Office is responsible for the over financial operations of the facility, ordering all supplies, handling offender banking, as well as handling employee financial matters regarding reimbursement for mileage and other reimbursable expenses. There are a variety of other administrative duties that fall upon the Business office to handle.

Records Department

AWT Howard supervises the records department. The Department consists of two Typist Advanced, and two Clerk Specialists . The record Department handles all of the records of the incoming and outgoing offenders. They are responsible for making sure that all of the charges and legal requirements are meeting prior to any release or discharge from our facility. In addition the Typist Advanced covers the reception area with help when needed from the others in the department. The work that they do is very detail oriented and they must be accurate in their review of each offender's legal paperwork and the computation of time served. Lori Brockman was re-classified and promoted to Administrative Assistant II starting July 1, 2016.



Training Department

Harold Murren, Training Specialist, retired on June 2nd of 2016. Dave Woods was promoted to Training Specialist and scheduled to begin his duties in July of 2016.

Training is on-going at any DOC institution, including CCF. Staff is expected to complete on-going training which provides staff the opportunity to learn the skills and abilities needed to perform their jobs as safely and effectively as possible. All new hires complete an on-site orientation presented by not only the Training Specialist but a variety of staff in all areas of the facility. All new hires attended the month long Pre-service training presented by the Training staff at the DOC Central office in Des Moines. (AD-TS-04 CCF-01)

The training of Firearms/Certification at CCF is only required for those staff that are assigned to a duty post requiring the use of a firearm. (AD-TS-03 CCF-01).

The Training Specialist is responsible to oversee the CCF Staff Professional Development Training Program. (AD-TS-01 CCF-01) Standard and Requirements utilized are those that the Director of Training for DOC has established. The Warden is responsible to ensure that the facility has implemented and is in compliance with the DOC training program. Individuals that present the training at CCF have met the proper certification and qualifications to provide the training.

Certified Trainers at CCF included;

Arvid Garey, Rick Pace Sr., Josef Shepherd, Matt Lundquist, Evan Ruse, Aaron Sharr, Brenda Baker, Seth Franke, Dave Bahn, Darla Link, Noel Bogdanski, James O'Connor, Tyler Heuton, Justin Spring, David Woods, and Harold Murren

In addition CCF also welcomed trainers from outside of our facility to train in areas as needed.

For on-going training and staff development e-learning and hands on training is presented to staff.

In FY16 training hours at CCF ;

Total Class Hours	5,632.5
Total E-Learning Hours	5,284
Total Hours	10,916.5

Iowa Department of Corrections FY16 Financial Status Report

CCF (248 - A70)

Iowa Department of Corrections
FY 2016 Financial Status Reports
Through the Period Ending September 2016 - DOC

10/11/2016

	Department Revised Budget	Actual Revenues and Expenditures	Encumbrances	Actual + Encumbrances	Percent (Actual of Budget)
FTE Positions					
Correctional Officer	150.00				
Total Staffing	261.00				
Resources Available					
04B Balance Brought Forward	-	191,162.00		191,162.00	-
05A Appropriation	25,933,430	25,933,430.00		25,933,430.00	100.00%
05Y Supplements					
24T Appropriation Transfer	-	200,000.00		200,000.00	
74T De-appropriation	-				
201R Federal Support					
202R Local Governments					
204R Intra State Receipts					
205R Reimbursement from Other Agencies					
234R Transfers - Other Agencies	1,600	1,480.00		1,480.00	92.50%
301R Interest		144.47		144.47	
401R Fees, Licenses & Permits	60,000	63,881.62		63,881.62	106.47%
501R Refunds & Reimbursements	333,000	234,102.42		234,102.42	70.30%
602R Sale of Equipment & Salvage					
603R Rents & Leases	1,335,000	1,243,907.08		1,243,907.08	93.18%
604R Agricultural Sales					
606R Other Sales & Services					
701R Unearned Receipts					
Total Resources Available	27,663,030	27,868,107.59		27,868,107.59	100.74%
Funds Expended and Encumbered					
101 Personal Services-Salaries	22,918,107	22,669,195.04		22,669,195.04	98.91%
202 Personal Travel (In State)	27,650	24,189.73		24,189.73	87.49%
203 State Vehicle Operation	65,000	55,825.69		55,825.69	85.89%
204 Depreciation	50				0.00%
205 Personal Travel (Out of State)	150	645.20		645.20	430.13%
301 Office Supplies	8,850	19,469.26		19,469.26	219.99%
302 Facility Maintenance Supplies	115,000	226,327.96		226,327.96	196.81%
303 Equipment Maintenance Supplies	40,000	51,316.49		51,316.49	128.29%
304 Professional & Scientific Supplies	51,000	50,179.68		50,179.68	98.39%
306 Housing & Subsistence Supplies	238,000	342,944.00		342,944.00	144.09%
307 Ag,Conservation & Horticulture Supply		590.23		590.23	
308 Other Supplies	246,401	21,094.11		21,094.11	8.56%
309 Printing & Binding					
310 Drugs & Biologicals					
311 Food	1,465,082	1,504,184.86		1,504,184.86	102.67%
312 Uniforms & Related Items	153,000	103,728.81		103,728.81	67.80%
313 Postage	4,000	305.95		305.95	7.65%
401 Communications	36,000	48,721.46		48,721.46	135.34%
402 Rentals	550	3,423.36		3,423.36	622.43%
403 Utilities	673,035	673,599.69		673,599.69	100.06%
405 Professional & Scientific Services	330,150	282,541.37		282,541.37	85.58%
406 Outside Services	159,350	180,346.45		180,346.45	113.18%
407 Intra-State Transfers					
408 Advertising & Publicity	50	25.00		25.00	50.00%
409 Outside Repairs/Service	74,349	68,916.90		68,916.90	92.69%
412 Auditor of State Reimbursements					
414 Reimbursement to Other Agencies	656,532	664,290.70		664,290.70	101.18%
416 ITS Reimbursements	92,474	107,611.41		107,611.41	116.37%
417 Worker's Compensation					
418 IT Outside Services					
433 Transfers - Auditor of State					
434 Transfers - Other Agencies Services	12,600	659.96		659.96	5.24%
501 Equipment	6,100	39,813.55		39,813.55	652.68%
502 Office Equipment					
503 Equipment - Non-Inventory	2,500	2,492.00		2,492.00	99.68%
510 IT Equipment	201,162	171,195.71		171,195.71	85.10%
601 Claims	50				0.00%
602 Other Expense & Obligations	474,000	550,836.41		550,836.41	116.21%
701 Licenses	3,000	3,540.00		3,540.00	118.00%
702 Fees					
705 Refunds-Other					
901 Capitals					
91B Balance Carry Forward		48.00		48.00	
93R Reversion		48.00		48.00	
Total Expenses and Encumbrances	28,054,192	27,868,106.98		27,868,106.98	99.34%
Ending Balance		ERROR		0.61	

New to CCF in May of 2016



History of the CCF Dog Program

At the later part of 2015 the Clarinda Correctional Facility was approached by the Animal Rescue League (ARL) of Des Moines regarding the possibility of a partnership between the CCF Facility (and / or Lodge) to have a program with dogs from the ARL.

The Animal Rescue League is a nonprofit organization founded in 1926. The ARL is the state's largest animal shelter, serving over 19,000 animals each year from all corners of the state. With a focus on adoption, humane education, cruelty intervention, spay and neuter programs, and reuniting lost and found pets with their owners, the ARL is the greater Des Moines area's only shelter that never turns away an animal in need.

Staff members were selected to be on a CCF Dog Program committee. The members include; Warden Sheryl Dahm, Deputy Warden Steve Weis, Associate Warden of Treatment Shawn Howard, Associate Warden of Security Don Baker, Treatment Service Director Roxanne Phillips, Psychologist 2 Blythe Rolow, Drug Abuse Counselors II TJ King and Sheila Roush, Correctional Officers Rick Pace and Bert Anderson.

The group of staff meets with the ARL the first week of December 2015. The plan discussed was to use rescue dogs that are assessed on behavior. The selected dogs would be trained by offenders for basic dog obedience. The ARL and CCF would team up with the Iowa Veterans Administration to match a dog with a military veteran as a companion dog.

On February 2, 2016 it was announced that CCF would get its first dogs in May of 2016. A notice was posted on Chanel 11 for the offenders regarding applications for Dog Handler Trainees that would be accepted through the 12th of March 2016. The requirements to be in the program included; Successful completions of a formal interview, no major reports during the past 6 months, must be in Transition Incentive Program Level 4 & 5, willing to move to living unit E2 and must have a letter of reference.

On March 25 2016, a panel of 4 committee members interviewed 16 offenders who meet the qualifications.

On April 4, 2016, the announcement was made regarding the selection of 4 primary dog handlers and 5 secondary dog handlers.

On April 6, 2016 an on-site training was provided at CCF in the Visitor Room, to the newly selected CCF Dog handlers and some CCF staff, by the ARL. This was a full day of training provided by ARL trainers Mick McAuliff and Trista. The ARL brought an English Bulldog named "Bubbles" to assist with the training and "Edgar" (Warden Dam's dog who was adopted from Newton Correctional Facility Dog Program) also joined the training group.

Wednesday May 11, 2016 was the Grand Opening for the new CCF Dog Program. The ARL brought 4 dogs. The furry new residents of CCF were: Bruce, Flash, Rolo, and Zohan. The bonding that appeared to occur between the animals and their handlers was immediate!

Joining us for this event was Senator Tom Shipley, Executive Director of the Clarinda Economic Corporation John Greenwood, Executive Director of the Animal Rescue League (ARL) Tom Colvin, (ARL) trainer Nick McAuliffe, in addition to many others from the ARL, Central Offices Diann Wilder-Tomlinson and from IMCC Ken Pirc. The media that covered this event included: Clarinda Herald Journal and KMA Broadcasting. It was an exciting day for CCF, the dogs and the offender handlers.

After a period of about six weeks the dogs are tested and if they pass they graduate and are taken by the ARL for adoption by Veterans. DOC Staff members that are Veterans are eligible to complete an application for adoption of a CCF Dogs.

To date the dog program has been very successful !

Top to bottom, left to right; **Bruce, Flash, Rolo, Zohan**

